

S E C R E T

File 24M 6-1

9 December 1958

MEMORANDUM FOR: Chiefs, Operating Divisions

SUBJECT: Procedural Guidance, Approval of PP Projects
by Division Chiefs

REFERENCES:

- a. DCI Memorandum to DD/P, dated 17 October 1958, subject "Approval of Clandestine Services Projects"
- b. DD/P Memorandum to Chiefs of Senior Staffs and Chiefs of Operating Divisions, dated 31 October 1958, subject "Delegation of Authority to Approve Projects"

1. While references delegate to Chiefs of Operating Divisions full authority for approval of projects up to \$10,000 there will be a continued requirement for suitable documents to effect the release of funds after project approval. To avoid the necessity for establishing any new procedures for the release of funds and also to preserve the uniform documentation of PP projects, the following guidance is provided for the processing of project actions now approvable by Chiefs of Operating Divisions.

a. Preparation of Projects for Approval

All PP projects should continue to be prepared as outlined in Agency Regulation [REDACTED] (7 February 1956), irrespective of the level of project approval.

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b. Coordination

(1) Coordination of all project actions with the PP Staff will continue to be through PP/PRD/PP. There is no change in the PP Staff requirement for an original plus two numbered copies of new projects and amendments during the coordination cycle. A single copy of renewals and terminations will suffice.

(2) Coordination of PP project actions with elements other than the PP Staff will be entirely the responsibility of the Operating Divisions.

c. Approvals and Distribution

(1) New Projects and Amendments

(a) Coincident with the review of proposed project actions, the PP Staff will prepare, for signature by the appropriate Division Chief, a summary action identical in format and content to those used for all PP projects. These summary actions are in sterile form, suitable for distribution outside of the DD/P area, and will serve not only to maintain uniformity in the documentation of PP projects but will also meet all documentary requirements for the actual release of funds.

(b) The summary action will be forwarded, with the supporting material, to the appropriate Division Chief for approval, via the designated Division PP Projects Officer.

(c) After signature by the Division Chief, the original summary action will be promptly returned to PP/PRD/PP, along with copies 2 and 3 of the supporting material, where the required copies of summary actions will be registered and the necessary distribution made. Copy 1 of the supporting material will be retained by the Operating Division.

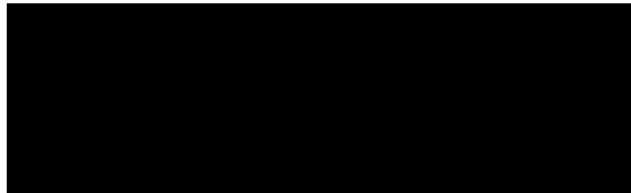
(2) Renewals and Terminations

Operating Divisions are to provide the PP Staff with a single retention copy of renewals or terminations, after approval by the Division Chief.

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2. Divisions which have not already done so are requested to forward to CPP the names of the officers designated as PP Projects Officers as required in paragraph 2 of reference b.



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